

#### IV. Sub-Grant Awards

- a. Sub-grant award notification
  - i. All applicants for a given RFA are notified of their award status at the same time, and not until such time as all award decisions for that RFA have been finalized by JGA. Ideally, JGA waits for grant award letters from the federal government in response to the most recent fiscal year application for funding submitted by JGA to notify all applicants of their funding status. However, JGA does not delay award notification past August 1 in order to ensure that sub-grantees have the time necessary to prepare for their projects beginning October 1.
  - ii. All RFA applicants that do not receive a grant award receive a notification letter sent via email in PDF format, as per JGA's template, that informs them that they did not receive funding. JGA staff respond to questions from applicants that did not receive funding only via email and only as such questions relate to the content of their funding application (as opposed to questions on other applications received).
  - iii. Applicants that receive an award from JGA are notified by the grant manager through a PDF award letter, as per the JGA template, that contains a description of the award acceptance instructions and outlines any award special conditions, which include any requests for additional information or revisions to the original application and budget.
    1. Grant managers assign each sub-grantee an award number in the appropriate JGA form and place this number on all of the sub-grantee award forms. The sub-grant award number consists of the award year followed by a four letter funding stream code, followed by a four numeral award number (i.e. 2007-RSAT-0001). Sub-grantee numbers follow sequentially and should not skip or duplicate numbers, and sub-grantees retain the same award number throughout the grant period, including for multiyear grants.
  - iv. The sub-grantee award letter is accompanied by the following documents (description of these documents are found in Appendix C):
    1. Sub-grantee Award Summary Sheet
    2. Sub-grantee Award Agreement
    3. Intradistrict form and Memorandum of Understanding (for DC government agencies)
    4. Equal Opportunity Plan Certification Form
    5. New Vendor form
    6. JGA sub-grantee financial and programmatic forms
  - v. All documents in the award package must be reviewed carefully by the receiving agencies as the award terms and conditions are legally binding, and agencies' failure to comply with these terms and conditions affect their award status. Award recipients must provide the grant managers with confirmation that they have received all documents. Within 30 days of the award package submission date, sub-grantees must provide all requested information and all award documents must be reviewed, signed where indicated, and returned to the grant manager in electronic format. Organizations that fail to submit all of the required paperwork on time may have their awards revoked by JGA.
    1. If an organization declines their grant award or if JGA needs to revoke an award, the grant manager identifies the next highest

scoring application, and if approved by the director, prepares an award package for the new recipient. If JGA does not believe that another application sufficiently meets JGA's funding criteria then the JGA director determines how to best use the competed funds.

- vi. Upon receiving the completed award package, the grant manager confirms receipt via email. The grant manager will then create sub-grantee folders in the appropriate federal folder on the JGA share drive, as well as hard copy folders, for each new sub-grant. These folders contain the final application; budget; certifications and assurances; additional attachments; Award Summary Sheet; Award Agreement; EEOC Certification Form (which must also be sent by JGA to the DOJ Office of Civil Rights); and additional forms as applicable. The grant managers add the sub-grantee award to the JGA grant tracking spreadsheet with all available identifying information.
  - vii. Within 45 days of completed award packages and no later than September 30, the grant managers arrange an initial meeting/call with each new sub-grantee, to include the JGA director if possible. The purpose of this meeting is to introduce all parties; ensure that JGA and the sub-grantee have a common set of expectations about the funded project; and ensure that the sub-grantee engages in any and all project readiness activities possible before the official grant award period (these activities are non-reimbursable) so that sub-grantees can move forward with the project as quickly as possible at the start of the fiscal year.
- b. Financial establishment of sub-grant awards
- i. Sub-grantees that have never received a grant from a District government agency within the last three years will need to complete a new vendor form to become registered in the PASS system. This form will be sent to organizations along with their award letter and must be returned with all of the other award documents. Upon receipt, the JGA financial analyst will
  - ii. Purchase Orders